

**AUTHORIZED USER REQUEST FOR
DELAY IN MATTERS SUBMITTED TO JUDGE (DMS)
WEB-BASED REPORTING SYSTEM**

The following person is authorized to enter and certify my **Delay in Matters Submitted to Judge** report into the DMS web-based reporting system. **NOTE:** Authorized users must be either judges or court employees and must have an e-mail address.

Name		Title
Court name and address		
Telephone number (area code and extension)	FAX number (area code)	E-mail address

The person named above is replacing the following:

Name		Title
Court name and address		
Telephone number (area code and extension)	FAX number (area code)	E-mail address

Judge signature (required)

Judge name (type or print)

Court

Telephone number

Please return by FAX to: **State Court Administrative Office**
 Attn: Lili Marchlewicz
 (517)373-7517